HR Liaisons Meeting
July 2019
Onboarding – a Yearlong Process

Onboarding

Activation

Orientation

Integration
New Onboarding Webpage

Tips for a Successful First Year with Your New Hire

**Activation**

- What is Activation?
- **Pre-Start through First Week**
  - Download the Onboarding Checklist
- Prepare for Your New Hire
- Prepare and Send Communications
- IdentiKey
- First Day/First Week
- Register for Orientations and Trainings
- QuickStart Center

**Orientation**

- What is Orientation?
- **First 30 through 90 Days**
  - Download the Onboarding Checklist
  - New Hire Registers For and Attends Orientation Programs
  - Setting Expectations
  - Information Sharing about College, School, Institute or Department
  - Policies and Procedures

**Integration**

- What is Integration?
- **90 Days through First Year**
  - Networking & Committees
  - Professional Development Opportunities
  - Campus Events
  - Mid-Year Coaching/Check-in
  - Acknowledge Anniversary

www.Colorado.edu/hr/onboarding
What has been launched so far?

Phase One: Launched October, 2016

- **Webpages** for new hires, managers and HR liaisons
- **Online toolkits** for new hires and managers
- **In-person learning opportunities:**
  - New Employee Welcome Experience (NEW-X)
  - CU Discover Lunch and Learns
  - Benefits Information Sessions
  - Managers Academy
QuickStart Center

• Campus Resources Overview
• MyCUInfo Tutorial
• Benefits Orientation
• I-9 Verification
• Buff OneCard
• Parking
• Skill Soft Required Trainings
Agenda

8:30-9:15  Campus Resources
9:15-10:00 MyCUInfo Tasks
10:00-11:30 Benefits Information
11:30-12:00 I-9, Buff OneCard, Parking
12:00-1:00 Lunch Break (on their own)
1:00-4:00 Optional Open Computer Lab

Session Webpage
• Every Monday
  o Except holidays

• Marine Street Science Center
  o W179 Computer Lab
Two-weeks advance set-up is required

- Hire entered and approved in HCM
- IdentiKey claimed prior to start
- Emails sent to new hire, supervisor and HR Liaison with QSC instructions
What’s the Feedback so far?

• **137 Participating Departments**
  - Campus Controller’s Office
  - Bursar
  - OIT
  - Parking
  - HR
  - A&S staff hires
  - Police Department
  - OCG
  - Student Affairs (most departments)
  - Change Labs
  - CMCI
  - IBS
  - International Education
What’s the Feedback so far?

To Date:

• 60 New Hires
• 7 Bi-weekly Pilot Sessions
• 4 Weekly Sessions

“This was so great! All I had to do today is take my new hire to lunch! Thanks for taking care of the portal items – it really makes it challenging when I have to do it.”

– OIT Supervisor
Phase Three : 2019

Partnership with Faculty Affairs
Full-time Tenure Track Faculty fall ‘19

- Faculty Orientation, August 19th
  - Offering I-9 verifications
  - Buff OneCards

- Abbreviated QuickStart Sessions Aug. 20-23
  - MyCUInfo Tutorial
  - Introduction to campus resources for faculty
  - I-9 verifications
How Can Our Department Participate?

• Work with Human Resources if your department is interested

• HR Talent Acquisition Team will help you designate start-dates accordingly

• Continue the yearlong onboarding of newcomers by using campus and department-specific resources
To Participate, contact:
Kenny Nelson
303-492-6475
Kenny.Nelson@Colorado.edu
## HireRight I-9 Reminders

<table>
<thead>
<tr>
<th>I-9 invitations for all Classified, University, Research &amp; Temporary Staff sent by:</th>
<th>All Other Employment Groups – Dept Supported by HRSC will be sent:</th>
<th>All Other Employment Groups – Dept <em>NOT</em> Supported by HRSC will be sent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU Boulder HR I-9 Coordinator</td>
<td>HR Service Center</td>
<td>Department Liaisons</td>
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Compensation Updates
Compensation Changes Coming

Jan. 1 2020

Colorado MINIMUM WAGE
$12.00 per hour

PROPOSED
Minimum salary level for overtime exemption
$455 to $679 per week
($23,660 to $35,308)

Jan. 1 2021

Colorado Equal Pay Act

Start preparing for this increase now for your student and temporary employees
PROPOSED

Increase to minimum salary level for overtime exemption under the FLSA

<table>
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<tr>
<th>Current</th>
<th>Proposed (eff date TBD)</th>
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<tbody>
<tr>
<td>$455 per week</td>
<td>$679 per week</td>
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<td>$23,660 per year</td>
<td>$35,308 per year</td>
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</tbody>
</table>

*Not pro-rated if part-time
Colorado Equal Pay Act

**WHAT:**
Requires same wage rate for substantially similar work & prohibits use of salary

**WHY:**
“To implement measures to prevent pay disparities”

**WHO/WHERE:**
Applies to all employers and all employees in Colorado

**WHEN:**
Effective 1/1/2021

**HOW:**
Campus-wide review of recruiting and pay practices

**HOW:**
Compensation sub-codes; hiring and pay setting guidelines

**WHAT NEXT:**
Campus analysis; process change recommendation; wait for more info
More to come... stay tuned
Avature Phase 3 Enhancements
Faculty Search Committee Guidance
Thank You!